

## Bernalillo County Premium Pay for Eligible Employees Grant

### **Bernalillo County Premium Pay for Eligible Employees Grant**

#### **Paper Application**

Bernalillo County has identified up to \$5 million in relief funds to support eligible employees essential to COVID-19 pandemic recovery. Essential workers have put their physical well-being at risk to meet the daily needs of their communities and to provide in-person care for others. These employees regularly perform in-person work, interact with others at work, or physically handle items handled by others.

Bernalillo County will provide organizations, with eligible employees, with one-time financial support to assist in retaining existing essential workers with a Premium Pay compensation of up to \$3,000 per employee to a maximum of \$50,000 per business. Note: for Self-Employed individuals, who meet all eligibility requirements, they may only apply for up to \$3,000 as the sole worker in their licensed business. Additionally, if you have 3 eligible employees the maximum the organization will receive is \$9,000, for 50 eligible employees, organizations will disperse the maximum request of \$50,000 as \$1,000 per employee.

Funds are available as part of the American Rescue Plan Act State and Local Fiscal Recovery Funds (SFRF / LFRF, or Fiscal Recovery Funds). Bernalillo County has determined these payments are necessary expenditures for the health and well-being of residents, and responsive to the impacts of the pandemic observed among essential workers, namely the misalignment between health risks and compensation.

Funds are distributed on a first-come, first-served basis.

**Note: All businesses (with eligible employees) within Bernalillo County, New Mexico qualify to apply. Nonprofit organizations (with eligible employees) are also eligible for the Bernalillo County Premium Pay for Eligible Employees Grant program.**

## Bernalillo County Premium Pay for Eligible Employees Grant

### Eligibility Requirements

To be eligible to participate in the BernCo Premium Pay, applicants must meet the following conditions:

- A physical place of business located within the boundaries of Bernalillo County, New Mexico is required, including for mobile vendors.
- For-profit or non-profit businesses who employ (any number of) workers earning up to \$20/hr (or less, not including tip wages) in the following sectors/roles;
  - Health care
  - Emergency response
  - Sanitation, disinfection & cleaning
  - Maintenance
  - Grocery stores, restaurants, food production, and food delivery
  - Pharmacy
  - Biomedical research
  - Behavioral health
  - Medical testing and diagnostics
  - Home and community-based health care or assistance with activities of daily living
  - Family or childcare
  - Social services
  - Public health
  - Mortuary
  - Critical clinical research, development, and testing necessary for COVID-19 response
  - Educational, school nutrition, and other work required to operate a school facility
  - Laundry
  - Elections
  - Solid waste or hazardous materials management, response, and cleanup
  - Work requiring physical interaction with patients
  - Dental care
  - Transportation and warehousing
  - Hotel and commercial lodging facilities that are used for COVID-19 mitigation and containment -- other hotels maybe eligible with staff that meet the essential worker roles
- Eligible employees receiving the Premium Pay bonus must have been employed at the applying business as of December 2, 2022 and be currently employed by the same business.
- Must be employed for in-person work, a worker may not receive Premium Pay for telework from a residence, that involves either:
  - i) Regular in-person interactions with patients, the public, or coworkers of the individual that is performing the work; or

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(ii) Regular physical handling of items that were handled by, or are to be handled by patients, the public, or coworkers of the individual that is performing the work.

- Organizations may apply for a maximum of \$50,000.
- Funds must be used to directly compensate employees as a one-time compensation payment for their ongoing service during this challenging pandemic environment. The Premium Pay compensation must be in addition to a worker's regular rate of wages, not to reduce or substitute compensation typically received.
- Applications for Premium Pay must be submitted by an organization (including non-profit organizations). Eligible workers (in the sectors/roles listed above) may include contracted/independent workers.
- Any subcontractors of organizations with eligible workers (in the roles listed above) should apply with their own application.
- It is the responsibility of the employer/ business to deduct all necessary taxes prior to dispersing the Premium Pay to each eligible employee.

The application process will open on January 9, 2023 and close when funds are exhausted. **Grantees will be required to provide documentation of Premium Pay disbursement e.g. Quarterly SUTA report(s) or Self-employment payroll/deposit**

The following documentation is required in the application:

- IRS Form W-9 (Rev. October 2018) (Required for all Applicants)
- Vendor Master Request Form
- Either Active State Organization Registration (Articles of Incorporation) OR Current Bernalillo County Business License or Other Jurisdiction within Bernalillo County
- Quarterly Unemployment Insurance Report (SUTA) for all quarters from 2022 OR Certification of Self Employment form and copy of taxes for 2021, ie. Schedule C.
- Updated and Current Property Tax Receipt, if applicable or Copy of Current Fully Executed Lease
- ARPA Premium Pay Eligible Employees worksheet \* for paper applications only as this worksheet is included in the online application.

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Documents may either be attached digitally to this application form in the spaces indicated for each document type. **Note: For an application to be considered complete, all required documents must be submitted to the Economic Development Department. If you do not have this supporting documentation available in digital form, please email a note to [BerncoPremiumPay@bernco.gov](mailto:BerncoPremiumPay@bernco.gov) that the information will be submitted separately either by mail or drop box. Applications will be reviewed and funded in order of completeness.**

The application process will remain open until funds are exhausted.

### A. Eligibility

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Eligible Employees must work in the following sectors/roles:

**[Select one or more essential roles from the following choices]**

- ☐ Health care
- ☐ Emergency response
- ☐ Sanitation, disinfection & cleaning
- ☐ Maintenance
- ☐ Grocery stores, restaurants, food production, and food delivery
- ☐ Pharmacy
- ☐ Biomedical research
- ☐ Behavioral health
- ☐ Medical testing and diagnostics
- ☐ Home and community-based health care or assistance with activities of daily living
- ☐ Family or childcare
- ☐ Social services
- ☐ Public health
- ☐ Mortuary
- ☐ Critical clinical research, development, and testing necessary for COVID-19 response
- ☐ Educational, school nutrition, and other work required to operate a school facility
- ☐ Laundry
- ☐ Elections
- ☐ Solid waste or hazardous materials management, response, and cleanup
- ☐ Work requiring physical interaction with patients
- ☐ Dental care
- ☐ Transportation and warehousing
- ☐ Hotel and commercial lodging facilities that are used for COVID-19 mitigation and containment \*\* hotels maybe eligible with staff that meet the essential worker roles

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**NOTE: Applicants must answer all statements to confirm that each statement is TRUE for all questions. If any statement is not true, the organization is not eligible.**

**The organization is a for-profit or non-profit business with a physical location within Bernalillo County, including mobile vendors.**

☐ Yes ☐ No

**The organization has employees who have worked as of December 2, 2022 during the recovery of the COVID-19 public health emergency.**

☐ Yes ☐ No

**The organization has these same employees currently on the payroll.**

☐ Yes ☐ No

**The organization has a current Bernalillo County Business License or other Jurisdiction within Bernalillo County. (Not required for non-profits located within the City of Albuquerque).**

☐ Yes ☐ No

**The organization has been operating since at least January 1, 2021.**

☐ Yes ☐ No

**Organizations can demonstrate they are currently in operation.**

☐ Yes ☐ No

**The organization does not have current unpaid code enforcement liens and is not operating in violation of any federal, state, or local laws.**

☐ Yes ☐ No

**No owner, officer, partner, or principal actor of the organization has a felony conviction for financial mismanagement within the last two years for which he or she is still serving a sentence (including prison, parole, and probation).**

☐ Yes ☐ No



**IF YOU DID NOT ANSWER "YES" TO ALL ABOVE STATEMENTS, YOUR ORGANIZATION WILL NOT QUALIFY FOR THE BERNALILLO COUNTY PREMIUM PAY FOR ELIGIBLE EMPLOYEES GRANT.**

## Bernalillo County Premium Pay for Eligible Employees Grant

### B. General Information

Please provide the following information.

**Legal Name of Organization (as shown in Line 1 of W-9)**

**DBA (as shown in Line 2 of W-9) [if applicable]**

**Principal Business Address**

**Organization's Website Address [if applicable]**

**Taxpayer ID (TIN), (or social security number of the sole proprietor, as shown in Part 1 of W-9)**

Please provide the following information.

#### OWNER OR REPRESENTATIVE CONTACT INFORMATION

**First Name:**

**Last Name:**

**Primary Phone:**

**Primary Email:**

**Organization Phone Number:**

**Year Organization Established:**

**Organization Legal Entity Type (as shown in Line 3 of W-9)**

[Select one of the following choices]

- ☐ **Individual (Sole Proprietorship, Single-owner LLC,)**
- ☐ **Corporation (C Corp, S Corp, or Multiple-Owner LLC)**
- ☐ **Partnership**
- ☐ **Non-Profit (If selected, provide type of non-profit designation)**

## Bernalillo County Premium Pay for Eligible Employees Grant

### c. Use of Grant: Eligible Employee Information

#### Please provide the following information

How many workers do you employ (who earn up to \$20 per hour (excluding tip wages), have been employed with you since December 2, 2022) and have agreed to receive Premium Pay compensation?

Bernalillo County will provide organizations, with eligible employees, with one-time financial support to assist in retaining existing essential workers with a Premium Pay compensation of up to \$3,000 per employee to a maximum of \$50,000 per business. For example, if you have 3 eligible employees the maximum the organization will receive is \$9,000, for 50 eligible employees, organizations will disperse the maximum request of \$50,000 as \$1,000 per employee.

Total Grant Funds Requested [Maximum Request Amount: \$50,000]

**Please complete the ARPA Premium Pay Eligible Employees worksheet**, listing the eligible employees and their role (that required in-person interaction/ essential work) within your organization.

If Self Employed please ALSO upload the Schedule C. from your 2021 taxes.

### D. Required Documentation

**Application must include all documentation listed below. The application may not be approved if not all required information is provided in a legible form.**

Documents may either be attached digitally to this application form in the spaces indicated for each document type.

**Note:** For an application to be considered Complete, all required documents must be submitted to the Economic Development Department. If you do not have this supporting documentation available in digital form, please email a note to [BerncoPremiumPay@bernco.gov](mailto:BerncoPremiumPay@bernco.gov) that the information will be submitted separately. **Applications will be reviewed and funded in order of completeness.**

#### Documentation Checklist

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- ☐ IRS Form W-9 (Rev. October 2018) (Required for all Applicants) \*
- ☐ Bernalillo County Vendor Master Request Form \*
- ☐ Current Bernalillo County, City of Albuquerque, or Other Jurisdiction within Bernalillo County, Business License\*
- ☐ Quarterly Unemployment Insurance Reports (ES-903A) for all quarters from 2022\* or hand-signed Certification of Self Employment form and copy of 2021 taxes – Schedule C.
- ☐ Updated and Current Bernalillo County Property Tax Receipt, or Copy of Current Fully Executed Lease\*
- ☐ **ARPA Premium Pay Eligible Employees worksheet**, listing the eligible employees and their role (that required in-person interaction/ essential work) within your organization.
- ☐ Additional Documentation (may include printed, signed copy of application by organization owner if online submission is being completed on his/her behalf)

Grantees will be required to provide the Quarterly SUTA report(s) which includes the Premium Pay disbursement or Self-Employed payroll/deposit showing Premium Pay funds.

**\*Required. Failure to provide items marked with \* will result in an incomplete application and such application will not be considered until the absent documents are submitted.**



## Bernalillo County Premium Pay for Eligible Employees Grant

### Applicant Certification

#### Please read and certify the following information

The application, including attachments, is subject to disclosure under New Mexico's public records law, subject to limited applicable exemptions. Applicant acknowledges, understands, and agrees that, except as noted below, all information in its application and attachments will be disclosed without any notice to applicant if a public records request is made for such information. The County will not be liable to applicant for such disclosure.

Social Security/TIN numbers are collected, maintained and reported by the County in compliance with IRS 1099 reporting requirements and are not considered public records pursuant to [N.M. Stat. Ann. §14-3-7.1](#).

If applicant believes that information in its application, including attachments, contains information that is confidential and exempt from disclosure, applicant must include a general description of the information and provide reference to the New Mexico statute or other law exempting such designated information from disclosure in the event of a public records request. The County does not warrant or guarantee that information designated by Applicant as exempt from disclosure is exempt and will make disclosure in accordance with applicable law in its sole discretion.

☐ I certify that I am authorized to submit this application on behalf of the organization, the information provided in this application is true and accurate to the best of my ability, and no false or misleading statements have been made in order to secure approval of this application. Bernalillo County is authorized to make all the inquiries deemed necessary to verify the accuracy of the information contained herein. Additionally, applicant agrees that in the event that an ARPA grant is awarded pursuant to this application, Bernalillo County or its agent shall be entitled to access and audit such records as may be necessary to prevent fraud and ensure compliance with federal requirements. Under penalty of perjury, I declare that I have read the foregoing application and that the facts stated in the application are true and correct. I understand that knowingly making a false written declaration is a felony.

I will provide the Quarterly SUTA report(s) or Self Employment payroll documentation which includes the Premium Pay disbursement.

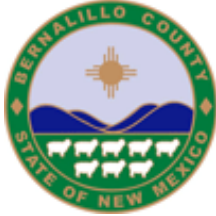
\_\_\_\_\_  
Signature of Business Owner

\_\_\_\_\_  
Printed Name of Business Owner

\_\_\_\_\_  
Date

## **Bernalillo County Premium Pay for Eligible Employees Grant**

For any questions, correspondence, or additional information, please contact the Bernalillo County Economic Development department at:



**Alvarado Square**

**415 Silver Ave SW**

**8th floor - Economic Development**

**Albuquerque, NM 87102**

**TEL: 505-468-1279**

**[BerncoPremiumPay@bernco.gov](mailto:BerncoPremiumPay@bernco.gov)**